

30 th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION		
FUNCTIONAL AREA/SUBORDINATE AREA: RELIGIOUS SUPPORT		RATING	CHECKLIST EFF DATE:	PAGE
			1 OCTOBER 2004	1 OF 4
INSPECTION OFFICE/AGENCY CHAPLAIN	UNIT	INSPECTOR'S NAME & PHONE NUMBER		
ITEM			YES	NO
<p>TASK: The Unit Ministry Team will provide comprehensive religious support for a deployable medical unit across the full spectrum of operations.</p> <p>CONDITIONS: A Unit Ministry Team composed of one Chaplain (56A7R) and one Chaplain Assistant (56M) is assigned to the unit.</p> <p>STANDARD: UMT will provide religious support for the unit IAW AR 165-1, AR25-50, AR 24-400-2, DA PAM 623-205, FM 16-1, CTA 50-909, USAREUR Chaplain Policy Letters, and RB 16-100.</p>				
<p>1. REFERENCES:</p> <ul style="list-style-type: none"> a. AR 25-50, Preparing and Managing Correspondence b. AR 25-400-2, The Modern Army Records Keeping System (MARKS) c. AR 165-1, Duties of Chaplains and Commander Responsibilities d. AR and DA PAM 623-205, The Noncommissioned Officer Evaluations Reporting System e. FM 16-1, Religious Support Doctrine f. CTA 50-909, Field and Garrison Furnishings and Equipment g. USAREUR Chaplain Policy Letters h. RB 16-100, Unit Ministry Team (UMT) Handbook <p>2. PURPOSE: To ensure the UMT has been properly trained, equipped, and resourced to provide a comprehensive religious support for the unit, and is in compliance with regulations and policies.</p> <p>3. SPECIFIC QUESTIONS:</p> <ul style="list-style-type: none"> a. Does the UMT have an updated Religious Preference of the unit on hand? (AR 165-1 para 4.5) b. Does the UMT work as a cohesive element of the commander's team? (FM 16-1 ch 1) c. Does the UMT have an updated flyer on the Religious Activities within the unit's AO for soldier and family members? 				

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<p>g. Does the UMT office and/or chapel SOP include procedures for physical security, key control, maintenance, fire and safety, scheduling procedures, and recurring reports/administrative actions.</p> <p>h. Does the UMT have an updated phone roster of Division, Corps, ASG, BSB UMTs?</p> <p>i. Does the UMT have an updated roster of helping agencies with points of contact, phone numbers, and locations?</p> <p>j. Does the UMT provide chaplain support outreaches to soldiers and soldiers' families via:</p> <p>(1) Pastoral Counseling?</p> <p>(2) Retreats?</p> <p>(3) Prayer Breakfasts?</p> <p>(4) Bible Studies?</p> <p>(5) Pre-deployment briefings?</p> <p>(6) Moral/Ethical Leadership?</p> <p>(7) Stress Management Classes?</p> <p>(8) Marriage Enrichment classes?</p> <p>(9) Leader Transition Workshop?</p> <p>(10) Suicide Prevention Briefings?</p> <p>(11) Home visitation of soldiers and families and authorized civilians?</p> <p>(12) Hospital visitation of soldiers and families and authorized civilians?</p> <p>(13) Newcomer orientation and briefing interviews?</p> <p>(14) Visitation to soldiers' work place?</p> <p>(15) Barracks visitation?</p> <p>k. Does the UMT have and maintain resources to perform garrison functions:</p> <p>(1) Appropriate space and facilities?</p>					

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(3) Ecclesiastical equipment? (4) Adequate phone service? (5) Adequate automation equipment? l. Are administrative functions performed in a professional and timely manner: (1) Is the UMT trained with automation equipment? (2) Are files maintained IAW AR 25-400-2 and disposed of properly? (a) Hand receipts? (b) Work orders? (c) Statistics? (d) Subordinate performance counseling? (e) Subordinate training records? m. Does the UMT have on hand the unit's policy for staff actions/memorandums/staffing? n. Is there a Master Program Training Event Calendar? o. Are the above listed references on hand: p. Are self-service supplies available through unit funds? q. Are draft bulletins available: (1) Memorial Service? (2) Memorial Ceremony? (3) Prayer Breakfasts?				

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ITEM	YES	NO	NA
NOTES: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <div>VERIFICATION X _____ Unit POC Signature, Name, Rank, Date X _____ Inspector's Signature, Name, Rank, Date</div>			